

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-006

OPENING DATE: 9 January 2004

CLOSING DATE: 9 February 2004

ANTICIPATED FILL DATE: 14 Mar 04

POSITION TITLE AND NUMBER

Military Pay Technician (Exc Indef)
PDCN 7027000, MD#: 1525-413

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office
(USPFO-CO), NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Locality Pay Adj of 10.09%)

GS-0545-06 \$29,198.00 - \$37,957.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have nine months specialized experience that demonstrates the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of military pay regulations and procedures.
2. Ability to compute pay actions.
3. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance.
4. Ability to explain and interpret regulations.
5. Ability to make extensive record searches and determine corrective actions.
6. Ability to meet deadlines and work under pressure.
7. Ability to make difficult interpretations of established guidelines to process pay inquiries.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCNG is mandatory. (Enl: CMF 71 MOS: 42A/F/L, 44C)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of this position is to determine entitlements and process military/technician pay. The incumbent provides assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Comptroller/Financial Manager (FM), Human Resources Office (HRO), Military Personnel Office (MILPO), Defense Finance and Accounting Service (DFAS), supported Army National Guard (ARNG) units and civilian employees. Incumbent serves as an expert working the more complex issues with limited guidance. This position requires military membership. It is designated for National Guard *enlisted* incumbency only. Incumbent performs duties necessary to accomplish entitlements functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions. Exercises responsibility for prioritizing and processing the full range of military pay entitlements of ARNG personnel. Makes a standard and non-standard payroll submission. Utilizes military pay and personnel systems to troubleshoot errors and identify system deficiencies or coding problems. Initiates corrective action on errors found. Performs research and audits of member's accounts, researching pay histories from several months to years. Establishes debt collection procedures in conjunction with disciplinary actions, over payments and other indebtedness. Prepares and forwards to unit forms to process pre-certified annual training payrolls (Unit Payroll Listing and Active Duty Master Listing). Provides training and support to unit payroll personnel on unit automated payroll systems. -- Audits suspense reports/military pay rejects with controlling activities (unit/SIDPERS). Reviews and corrects deficiencies between the personnel and financial database. Requests and issues replacement TD Form W-. Evaluates and resolves a variety of complex special pay issues. Resolves information that may be conflicting for varying entitlements in the pay record. Examples include imminent danger pay, severance pay, and combat zone tax exclusion. Prepares/processes complicated pay actions such as incapacitation pay, incentive pay, and bonus pay. Conducts daily/monthly audits of all payroll actions for accuracy and proper entitlement. Prepares manual military pay transactions for payments or collections. Reconstructs pay accounts to determine causes for out of balance conditions and initiates corrective action. Exercises responsibility to manually load Active Guard/Reserve (AGR) Soldiers into the payroll system ensuring that all facets of the soldiers pay are accurate and correct. Must coordinate with losing command/component when entering soldiers' data from Active Duty to AGR. Coordinates with HRO regarding a variety of pay data for AGR soldiers. Exercise responsibility to ensure accuracy of data and makes changes to collect or issue pay when errors are made by the HRO in submission of documents. Compute and process separation pay for AGR soldiers. Ensures the timely and accurate processing of technician payroll. Receives and reviews a variety of documents authorizing changes affecting member entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions; and earned income credit certifications. Performs data entry to update the employee records. Researches and resolves complex pay problems, involving personnel issues and statutory changes. Performs ongoing audits for T&A report signatures and initials and proper duty and leave hour annotation. Is the primary point of contact for civilian pay matters to resolve T&A problems to include researching T&A data, missing accounting data, scheduled edits, invalid transaction report rejects, acting in this capacity as functional expert. Prioritizes work to ensure payroll input is made not later than updates scheduled by DFAS. Reconciles the number of personnel paid to technician manning document to verify accuracy of payroll. At the request of the FM, prepares expenditure report and conducts a review of previous pay period totals to reveal any unusual or out of balance situations. Assists retired and separated members experiencing difficulties receiving pay information, allotments and/or deductions. Conducts routine briefings and provides written instructions to keep individuals properly informed of entitlement and the direct deposit program. Verifies and assists with claims/garnishments, waivers, remission of debts, and required documentation for submission to DFAS. Maintains employee pay action files. Processes special payment authorizations, replacement checks, W-2's, leave and earning statements and prepares forms as required. Makes a debt repayment arrangement with employees to include repayment agreements. Serves as focal point on dual compensation regulations and reports. Administers the Dual Compensation (DC) Audit Program to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, to include processing corrective actions. Recommends methods, techniques, and procedures to improve military and civilian pay operations. Provides information through briefings and other communication methods to inform commanders, supervisors and personnel on various military and technician leave and pay entitlements and limitations in accordance with applicable regulations. Ensures the successful interface and/or connectivity between pay and related systems. Assists with the conversion or system changes that affect pay processing. Tests new procedures, policies, and systems developed to enhance the accuracy and timeliness of pay transactions. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Exercises responsibility for the coordination of pays processing/actions during mobilization and demobilization. Applies internal control procedures to ensure the military and civilian payroll process is accurate and timely. Notifies chain of command of fraud and abuse. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. An initial and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1